



Change PC to Eastern Standard Time on November 5, 2007 For Daviess, Dubois, Knox, Martin and Pike Counties ONLY

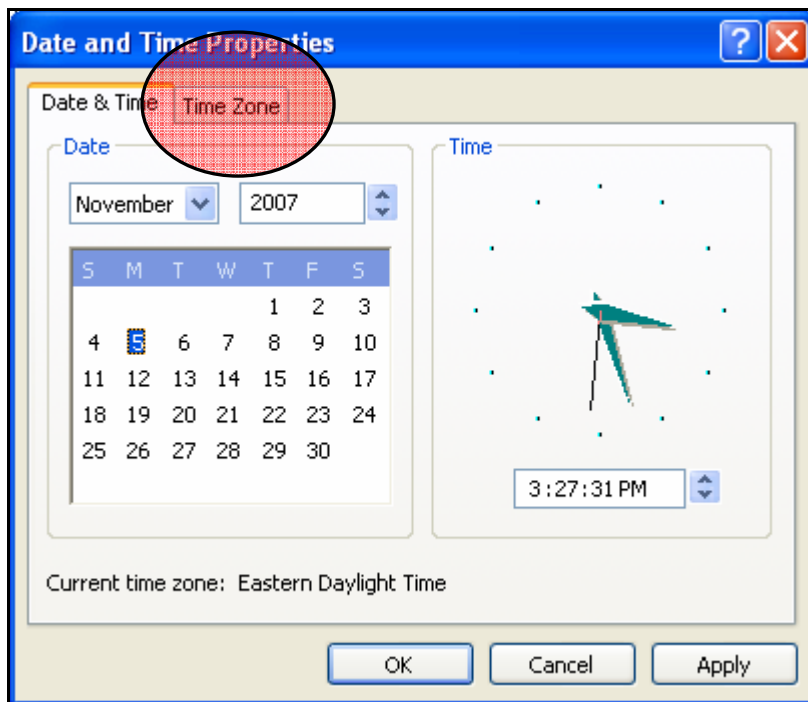
Please follow the step-by-step directions below. If you have any questions, please contact IOT Customer Service at (317) 234-HELP (4357) or (800) 382-1095.

1. Double click on the clock in the lower-right of your computer screen:



2. Review the current Time Zone Setting

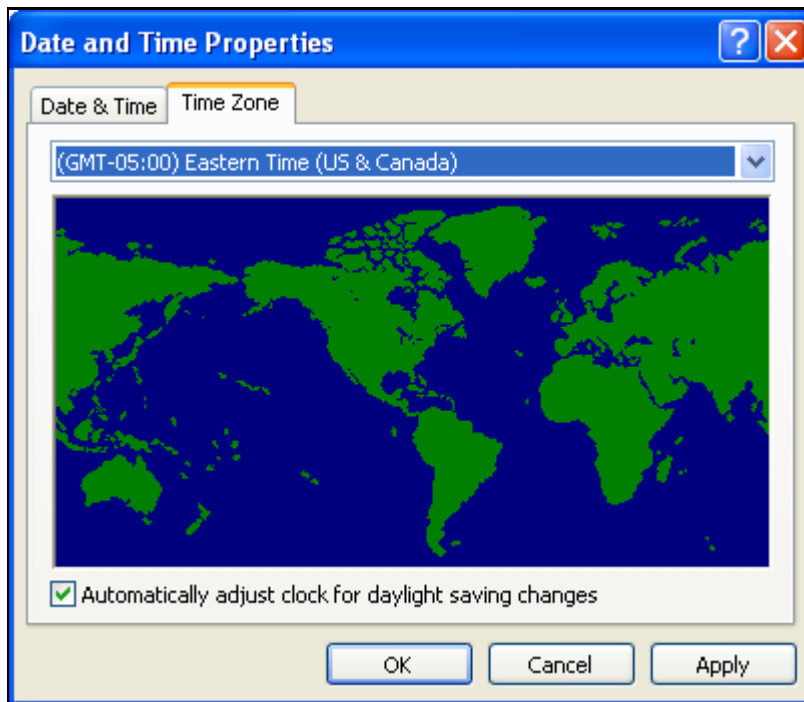
If you are **NOT** located in **Daviess, Dubois, Knox, Martin or Pike** County, **STOP**. The steps below apply only to the change to Eastern Daylight Time. If you are located in **Daviess, Dubois, Knox, Martin or Pike** County, click the Time Zone tab and go to Step 3.



3. Change the current Time Zone Setting

- a. If “(GMT-05:00) Eastern Time (US & Canada)” is the selected time zone and the check box (pictured below) is checked, your computer is already set to Daylight Saving Time. Go directly to Step 6 below.

- b. If “(GMT-05:00) Eastern Time (US & Canada)” is not the selected time zone or the check box (pictured below) is not checked, select “(GMT-05:00) Eastern Time (US & Canada)” and click the checkbox for daylight saving changes. Then go to Step 4 and then Step 5.



4. Click OK

5. Open Outlook and reschedule meetings occurring after November 4, 2007

Unfortunately, the Time Zone change requires all meetings after November 4, 2007 to be rescheduled. *Failure to change the times of meetings will result in meetings moving an hour later than intended.*

Tips:

- a. To avoid confusion, include the intended time of the meeting in the Subject Field so that every recipient knows the intended time.
- b. If your agency has set up automated scheduling of conference rooms, we recommend that you remove all meetings after November 4, 2007 so that those rooms can be easily rescheduled.
- c. Meetings scheduled by someone else need to be rescheduled by the person who scheduled the meeting.
- d. Outlook Users: For more specific information on how to move calendar items, please click [here](#).

6. Change Time Zone on all other technology

- a. Blackberries and other PDAs, Office Clocks, etc.

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